

**Description of Outplacement Services in Contract between
IRS and Drake Beam Morin**

IRS/NTEU VOLUNTARY OUTPLACEMENT PROGRAM

Since 1995, the Internal Revenue Service, in partnership with the National Treasury Employees Union, has sponsored an outplacement program using the services of Drake Beam Morin (DBM). DBM is a professional outplacement firm with over 100 offices worldwide.

IRS currently has 46 outplacement centers available to their employees/managers impacted by the mock RIF. IRS outplacement services are currently held at an IRS site and include the following:

One day **Career Decision Workshop** which assists employees in determining their next step including taking stock of themselves, defining their alternatives, examining non-IRS opportunities, and developing a personalized action plan.

Two day **Job Search Workshop** which teaches participants how to develop a resume, target companies/government agencies, generate interviews, handle difficult questions, evaluate job offers, and negotiate salary.

In addition, one-on-one **Outplacement Counseling** is provided by a DBM professional who will assist eligible employees/managers with any aspect of their job search, such as polishing their resume or government application, researching and targeting companies, interview strategies, follow-up techniques, and evaluating and negotiating specific job offers.

In some IRS Outplacement Centers **Job Lead Development** is provided by DBM staff who research and develop non-IRS job listings in the local area.

IRS Centers provide no testing or retraining. All IRS outplacement services end when the employee leaves.